

# VACANCY NOTICE

#10-05

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <b>CLEANER (PUBLIC BUILDINGS)</b>	
	SALARY RANGE: (301W) \$270.00 Weekly(20 hrs)	CLASSIFICATION CODE: 02165200
	Labor & Training J.E.Donley Rehabilitation Center	REFERENCE POSITION NO.: 1 Position
	Department or Agency Name Division/Section/Unit	APPLICATION PERIOD: 03-14-05 / 03-21-05
General Information to Candidate	Assignment(s) / Comments	
	Shift and Days: Monday thru Friday (3pm-7pm)	Job Location: 249 Blackstone Boulevard Providence, RI 02903
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Statement of Duties	Name of Bargaining Unit Union: Council 94, Local 2869	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position	
	See A/B or Both for Specific Instructions	
	INSTRUCTIONS:	
Minimum Education & Experience	A. <u>STATE EMPLOYEE LATERAL BIDDER</u> : Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>	
	<p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. <u>NON INCUMBENT/NON STATE EMPLOYEE APPLICANT</u>:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. <u>AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</u></p> <p>Reasonable Accommodations:</p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>Medical Information:</p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>	
Where to Apply	DUTIES / RESPONSIBILITIES:	
	To perform cleaning duties in a public building after office hours; and to do related work as required.	
Where to Apply	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	<p>KNOWLEDGES, SKILLS, AND CAPACITIES: The ability to perform routine or highly repetitive work following specific instructions; and related capacities and abilities.</p> <p>EDUCATION: Sufficient to follow simple verbal instructions.</p>	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	<p>Walter L. McGarry Human Resources 1511 Pontiac Avenue Cranston, RI 02920</p>	<p>Telephone #: 462-8840 TDD #: 462-8464 (Telecommunication Device for the Deaf) Fax#: 462-8849</p>



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